



**USOE - SIS 2000+**

**Edit Users**

**Control Master**

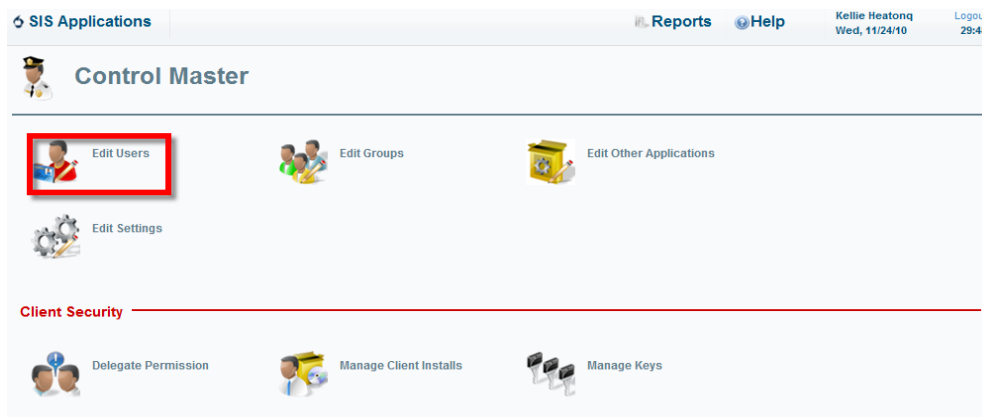
# Control Master

## Edit Users

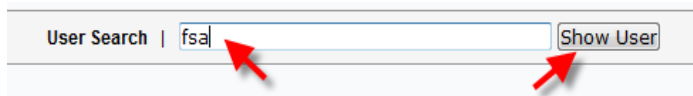
To edit a user; retrieve, change, or issue a password; or add a user to one or multiple groups for membership.



- Click on "Control Master" icon



- Click on "Edit Users" icon



- Search for user by typing in name or user unique identifier
- Select user
- Click "Show User"

User Search   fsa <span>Show User</span>	
Details >>	User Details
Password	Username: fsa
Group Membership	Name: Tanjalyn Pinekney
	User Permissions
	Can Select Database: <input checked="" type="checkbox"/>
	Can Impersonate: <input checked="" type="checkbox"/>
	Account is Locked: <input type="checkbox"/>
	<a href="#">« Reset</a> <a href="#">Save »</a>

- This screen provides information about the user, such as username and name. The second half of the screen allows you to issue permission to select multiple databases, impersonate, and to verify if an account is locked.

User Search   fsa <span>Show User</span>	
Details	Retrieve Tanjalyn Pinekney's Current Password
Password >>	Retrieve Current Password
Group Membership	Change Tanjalyn Pinekney's Password
	New Password: <input type="text"/> Retype New Password: <input type="text"/> Please ensure the new password: <ul style="list-style-type: none"> <li>Is entered twice to confirm.</li> <li>Is different than the old one.</li> <li>Is at least 8 characters long.</li> <li>Contains at least 1 letter.</li> <li>Contains at least 1 number.</li> </ul>
	Force Tanjalyn Pinekney to Change Password
	Must Change Password: <input type="checkbox"/>
	<a href="#">« Reset</a> <a href="#">Save »</a>

- This screen provides the ability to retrieve a user's password, create a new password, and force a user to change their password.

User Search   fsa <span>Show User</span>	
Details	Group Membership
Password	<input checked="" type="checkbox"/> Administrator <input type="checkbox"/> Adult Ed. <input type="checkbox"/> Assessment <input type="checkbox"/> Contact <input type="checkbox"/> Counselor <input type="checkbox"/> District Administration <input type="checkbox"/> Food Service <input type="checkbox"/> Head Counselor <input type="checkbox"/> Health <input type="checkbox"/> Nurses <input type="checkbox"/> Principal <input type="checkbox"/> Registrar <input type="checkbox"/> Secretary <input type="checkbox"/> SIS-Client <input type="checkbox"/> Special Education <input type="checkbox"/> Specialists <input type="checkbox"/> Student <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Testing
Group Membership >>	
<a href="#">« Reset</a> <a href="#">Save »</a>	

- This screen is used to place the user in the group or groups based on the responsibilities they will need to get their job done. For example – A teacher may only need to be placed in the “Teacher” group, but a Head Secretary may need to be put into “Administrator, Secretary, and Teacher”.
- Click “Save” when done.
- Then proceed to “Group Edit” documentation to add user into the appropriate group.

Updated on January 26, 2011